

Name: _____

Career Development/Entrepreneurship

Course Rationale:

To assist Missouri citizens in acquiring career development/preparation and entrepreneurial skills, performance competencies in the Career Development/Entrepreneurship course taught in Family and Consumer Sciences Education programs enable students to:

- construct meaning related to career development/preparation and entrepreneurship;
- communicate effectively with employers and others related to work, career development/preparation and entrepreneurial information and skills;
- solve problems related to the development of entrepreneurship skills; and
- make responsible decisions that impact career development and the establishment of entrepreneurial ventures.

Directions:

Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

Rating Scale:

- 3 Mastered** – can work independently with no supervision
2 Requires Supervision – can perform job completely with limited supervision
1 Not Mastered – requires instruction and close supervision
N No Exposure – no experience or knowledge in this area

3	2	1	N	A. Assuming Leadership Roles as Responsible Family Members and Citizens	Notes:
				1. Utilize FCCLA program(s) to address career development/entrepreneurship issues	
				2. Utilize leadership qualities and skills for problem solving	
				Other:	

3	2	1	N	B. Exploring Careers	Notes:
				1. Identify career clusters and careers related to the career pathways in Human Services	
				2. Assess personal characteristics and professional requirements for occupations in Human Services	
				3. Investigate education/training, working conditions and income of specific careers	
				4. Use effective communication techniques for multiple work place situations	
				5. Examine ethical and professional issues and responsibilities	
				6. Evaluate entrepreneurial options related to Human Services	
				Other:	

3	2	1	N	C. Exploring Entrepreneurship	Notes:
				1. Describe typical characteristics of an entrepreneurship	
				2. Analyze characteristics of an entrepreneur	
				3. Examine ethical issues affecting entrepreneurship	
				4. Analyze character traits associated with entrepreneurship	
				5. Examine risks of entrepreneurship	
				6. Demonstrate creativity	

				7. Assess the impact of society on entrepreneurship	
				8. Generate innovative ideas	
				9. Compare and contrast advantages and disadvantages of being an entrepreneur	
				Other:	

3	2	1	N	D. Assessing Entrepreneurship Traits	Notes:
				1. Utilize self-assessment tools to determine entrepreneurial traits (i.e., Career Compass, Choices, ASVAB, Holland Code)	
				2. Relate skills and personality to entrepreneurship interests and roles	
				3. Analyze desirable employee/employer traits	
				4. Investigate interpersonal work place skills	
				5. Distinguish transferable skills	
				Other:	

3	2	1	N	E. Researching Entrepreneurial Opportunities and Requirements	Notes:
				1. Utilize technology and other resources to research entrepreneurial opportunities	
				2. Investigate entrepreneurial options	
				3. Evaluate entrepreneurial options	
				4. Select an entrepreneurship venture	
				5. Examine aspects and implications of social entrepreneurship	
				Other:	

3	2	1	N	F. Initiating the Business	Notes:
				1. Examine investigate/research procedures necessary to initiate an entrepreneurial business	
				2. Identify entrepreneurial resource agencies (i.e., Students in Free Enterprise, Innovations Center, Kauffman Foundation, Chamber of Commerce, World Wide Web sites, economic development offices)	
				3. Investigate pathways of regulatory systems (i.e., local, regional, state and federal government agencies and guidelines)	
				4. Classify various forms of business	
				5. Research legal issues	
				Other:	

3	2	1	N	G. Developing a Business Plan	Notes:
				1. Develop a business description	
				2. Describe business facility and location	
				3. Develop an organizational chart	
				4. Develop funding/financial resources	
				5. Generate a budget	
				6. Create forms/records	
				7. Design a personnel management plan	
				8. Apply laws, regulations and codes	
				9. Select supply and equipment needs	
				10. Formulate an advertising and customer recruitment plan	
				11. Develop a list of resources	
				Other:	

3	2	1	N	H. Implementing Entrepreneurial Skills	Notes:
				1. Develop a resume	
				2. Refine verbal and nonverbal communication skills	
				3. Formulate organizational skills	
				4. Utilize time management skills	
				5. Prioritize tasks to be accomplished	
				6. Demonstrate problem solving skills	
				7. Model appropriate dress	
				8. Demonstrate presentation skills	
				9. Apply interpersonal skills	
				10. Develop teamwork strategies	
				11. Demonstrate salesmanship and marketing skills	
				12. Model integrity	
				13. Describe the importance of ongoing training, professional development and continuing education	
				14. Demonstrate business etiquette	
				15. Establish customer/client relations	
				Other:	

3	2	1	N	I. Conducting Follow-Up	Notes:
				1. Evaluate the project	
				2. Analyze results for future decision making	
				3. Conduct follow-up recognition (i.e., thank you's, certificates, phone calls)	
				Other:	